

# **ERML SPORTSMEN'S FOUNDATION, INC. POLICIES AND PROCEDURES MANUAL**

## **PURPOSE**

The purpose of the Policies and Procedures manual is to document the duties and responsibilities of the Board of Directors and is a working document detailing how the ERML SPORTSMEN'S FOUNDATION, INC. is to function on a daily basis. This is not an all-encompassing document and other duties will be performed as necessary during the year. The Policy and Procedures Manual will be reviewed and changed by the Board of Directors whenever a member of the Board suggests a change and that change is approved by a majority of the Board of Directors.

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## **I. DUTIES OF THE BOARD OF DIRECTORS**

### **General Duties of all Board Members**

1. Employ Escambia River Muzzle Loader, Inc. to manage Corporation's Range.
2. Attend and participate in the Board of Directors meetings.
3. Submit an end of the year activities report to the President.
4. Support other Board Members' activities.
5. Refrain from speaking for the Board or the ERML Sportsmen's Foundation, Inc. unless authorized by the President.
6. Actively participate in/support ERML Sportsmen's Foundation, Inc. committees.
7. Periodically review the Policies and Procedures Manual and make changes as necessary.
8. Support all decisions passed by the Board of Directors.
9. Appoint member, by simple majority, to fill any vacancy occurring within the Board of Directors
10. Coordinate activities of the Corporation with Brother Corporation Escambia River Muzzle Loaders, Inc. as deemed desirable.
11. Establish limits for Auxiliary Funds for Treasurer, Education Director, Vice President and Public Relations Expense Accounts.

### **President**

1. Serves as administrator for the ERML Sportsmen's Foundation, Inc. This includes overseeing the Registered Agent/Treasurer's activities for completion of all documents required to be completed and filed on time such as Annual State Reports, Annual Financial Review and monthly review of checks written.
2. Presides at all meetings.
3. Insures the Vice-President is kept informed and is included in the activities of the President.
4. Appoints ad hoc committees as necessary and periodically review their progress.
5. Serves as member ex-officio on all committees
6. Appoints the Standing Committee for Scholarships.
7. Coordinates all club correspondence
8. Serves as spokesperson and the contact for the ERML Sportsmen's Foundation, Inc. to local officials, the community and the club members.
9. Leads the effort to procure property by appointing and presiding over the Land Search Committee.

10. Insures ERML Sportsmen's Foundation, Inc. operates in accordance with the organization's By-Laws and the Policies and Procedures Manual.
11. Periodically reviews ERML Sportsmen's Foundation, Inc.'s banking procedures with the Treasurer to insure we are receiving the best possible return.
12. Oversees, assists and reviews the activities of the Members of the BOD.
13. Is a primary signer of ERML Sportsmen's Foundation, Inc.'s checking account.
14. Request an annual activity report from each Board Member and Committee Chairperson. Prepare an End-of-the-Year Report from these documents for the general membership and the ERML Sportsmen's Foundation, Inc. records.
15. President is authorized to conduct BOD E-Mail votes. President shall present results of said e-mail votes at the next regular BOD Meeting for inclusion in the Organization's official minutes.
16. Coordinate activities of the Corporation with Brother Corporation Escambia River Muzzle Loaders, Inc. as deemed desirable.
17. Coordinates with Range Master to present to BOD an employment contract for Range Maintenance with the Brother Corporation Escambia River Muzzle Loaders, Inc
18. Appoints a Parliamentarian at the April Annual Meeting for the BOD

### **Vice-President**

1. Fills in for the President when necessary.
2. Assists the President in the operation of the Corporation
3. Assists and gives guidance to the Education Director.
4. Is a primary signer for ERML Sportsmen's Foundation, Inc.'s checking account.
5. Coordinates special events for the Corporation and serves as Public Relations Director for same.
6. Chairs the Corporation's Yearly Scholarship Program Committee
7. Present plans and costs of special programs for approval at monthly BOD Meetings. Present accounting for Vice President's Auxiliary Fund to BOD at monthly meetings.

### **Secretary**

1. Take, print and record minutes of the monthly Board of Directors Meetings. Present these minutes at the next meeting for approval.
2. Maintain and keep the official ERML Sportsmen's Foundation Inc, document files.
3. Is a secondary signer of ERML Sportsmen's Foundation Inc.'s checking account.
4. Compose and/or type letters and correspondence for organization **as** directed by the President or Board of Directors.
5. Assist Vice President with the development and execution of the Corporation's yearly Scholarship Program

### **Treasurer**

1. Pay monthly, quarterly and annual bills. The Treasurer is authorized by the BOD to singularly sign checks for bills and BOD authorized expenses up to \$250.00 each.
2. Assist Registered Agent with the preparation of required financial reports. (Business Year May 1 to April 30 – due September 15)
3. Manage and reconcile the ERML Sportsmen's Foundation Inc, checking, Treasurer's Petty Cash, Education Director's Cash Fund and the Vice President's Public Relations Petty Cash accounts.
4. Stay abreast of market conditions and interest rates to insure we receive the best return on our investments.
5. Is a secondary signer of ERML Sportsmen's Foundation Inc, checking account.
6. Assist Registered Agent with preparation of annual required documents for the Corporation.

### **Education Director**

1. Primary coordinator for all education programs. Present all plans for Board of Director approval.
2. Maintains files on all educational courses conducted by Corporation.
3. Coordinates any certified educational program with State, Federal, or other recognized organizations.

## Range Environmental/Design Director

1. Design, construct and maintain Range Improvements per Board of Directors' instructions.
2. Schedule and oversee implementation of EPA Best Management Practices for Range.

## Range Master

1. Act as Sergeant-At-Arms at all Board of Directors meetings.
2. Work with President to prepare and present to Board of Directors an annual Range Management Contract with Brother Corporation Escambia River Muzzle Loaders, Inc.
3. Oversee Management Contract execution by Brother Corporation Escambia River Muzzle Loaders, Inc. involving:
  - A. Safety procedures of the different shooting disciplines matches to ensure participant safety and proper bullet impact on the back berm.
  - B. New Member Orientation.
  - C. Implements security/closure of the range at designated times personally or through designated Range Closers (assistants) through a scheduling process.
    - (1) Check on the secured closure of the trailers on the range when closing.
  - D. Range Safety Officer Program
    - (1) Check for current membership badges of individual members and validate non-badged guests when they are on the range.
    - (2) Look for unsafe shooting practices of shooters on the range and diplomatically correct them to avoid accidents or incorrect bullet impacts not on the berm.
  - E. Range clean up and maintenance work days.

## Registered Agent

1. Sign State of Florida Corporate Documents.
2. Stay abreast of any changes that may affect ERML Sportsmen's Foundation Inc's corporate status.
3. Prepare, sign and submit the Corporation's annual report by May 1 Guide line.
4. Co-chair By-Laws committee.
5. Chair the Policies and Procedures Manual Committee.
6. Prepare and submit, with Treasurer's assistance, yearly Federal tax documents for the Corporation.

## II. Annual Election Procedures

1. President of the Brother Corporation Escambia River Muzzle Loaders, Inc. shall appoint a Nominating Committee at the January Business Meeting.
2. President of this Corporation ERML Sportsmen's Foundation, Inc. shall announce at the January Board of Director's Meeting that any Director desiring to propose a change to the Bylaws or the Policy and Procedures Manual must submit wording for change to the Secretary prior to the end of the February Board of Directors Meeting. Any proposed change shall be in writing and shall include submitting Director's name and phone number.
3. Nomination Committee shall present Slate of Officers/BOD Members as indicated herein at the February Board of Directors Meeting. Nominations may be taken from the floor at this meeting. (In the event a position is unfilled during the election, the BOD may fill the position.)
4. President shall discharge the Nominating Committee after it has presented the Slate of Nominees, and shall appoint an Election Committee to prepare for the election in April.
5. Election Committee prepares ballot to include proposed slate of officer/BOD members and any proposed changes to the Bylaws or Policy and Procedures Manual.
6. At annual meeting in April of each year:
  - Election Committee brings ballots, counting documents and pencils.
  - Voting Roll verified and ballots issued.
  - After ballots issued, Election Committee Chair answers any questions regarding the ballot and informs all voting members of time allotted for voting.

- Ballots are counted and recorded on an Election Certification Form.
  - Results of election announced to voting membership Election Committee Chair.
7. Should there be a tie for any position on the BOD, Election Committee Chair shall take those **candidates aside** involved in the tie and determine the winner by: Toss of coin or other method agreeable to candidates which can be accomplished during the election meeting.
  8. Should there be a tie vote on a Bylaw change, the issue fails.
  9. Election Certification document along with a blank ballot shall be submitted to the Corporation Secretary for inclusion in Corporation files.
  10. In the event a member wishes to contest the election said person shall make a request to the Election Chairperson in writing within 10 days of the election. Election Committee Chair shall select two persons to recount contested items and schedule a time and place for recount to take place. Recount becomes certified election results. Ballots shall not leave the possession of the Election Committee Chair.
  11. Ballots shall be retained by the Election Committee Chair for a period of 30 days and then destroyed.

### III. Yearly Scholarship Procedure

1. ERML Sportsmen's Foundation, Inc. shall sponsor an annual Scholarship program for the betterment of the Shooting sport and/or in support of the 2<sup>nd</sup> Amendment. It shall be available to individuals, groups or institutions who meet the criterion of the particular scholarship. Scholarships shall be made available subject to availability of funds.
2. The scholarship program shall provide funding for continuing education to those "choosing to submit a written applications and, if required, appropriate narrative." Specific requirements will be addressed in each Scholarship Announcement. The complete application and attachments will be reviewed and considered by the Scholarship Committee."
3. Topics to be included, but, not limited to, shall include:
  1. The meaning of the Second Amendment to the U.S. Constitution and Americans' widely divergent understanding of the "right to bear arms."
  2. Myths and realities defining American history within the debate over gun control as a violation of American's right to own firearms.
  3. Gun control: The human cost of victim disarmament among countries having confiscated its citizens' guns.
  4. Armed Americans: A remarkable story of how and why firearms have become as American as Apple Pie.
  5. Private arms protection as both a private citizen and a potential modern militiaman.
  6. Political and legal debates over the meaning of the 2<sup>nd</sup> Amendment's "Right to Bear Arms" within the framework of the U. S. Constitution.
  7. Individual vs. Collective Rights—No constitutional right is absolute.
  8. Emerson v. United States: A New Test Case for Gun Control?
4. Scholarships will be awarded annually and the amounts will be according to the availability of funds.

5. The primary objective of this scholarship program is to provide education to improve an individual or group's ability to promote the safe and responsible use of firearms. This includes, but is not limited to, proper instruction, community awareness, and protection of 2<sup>nd</sup> amendment rights and support of outdoor sports activities.

6. The procedures for the administration of scholarships include the following:

1. Criteria used for selecting recipients and rules of eligibility for specific programs will be announced prior to the acceptance of any application for assistance. Deadlines for applications and dates for the award process will be included in the announcement.
2. A selection committee will be appointed by the President and recipients will be decided by committee review and vote. If specific prerequisite qualifications are required, these will be clearly specified in the scholarship announcement and will be evaluated and verified by committee members.
3. Scholarships will be limited to further education and will include books, tuition, and other expenses related to the primary objective of the specific scholarship award. The scholarship may be awarded to individuals, groups and institutions and shall be used exclusively for the specified purpose. It is a onetime award and shall not be extended or renewed without approval by the selection committee. At the conclusion of the program, copies of any credentials, documents, printed or published material shall be copied to the committee to substantiate verification of completion.
4. Awards will be made to a wide variety of applicants and will not be subject to individual status such as club membership, parental position, race, gender, religion, creed, color or political affiliation.
5. A copy of the scholarship application form and any brochures or literature describing the scholarship program shall be developed by the Scholarship Committee.

#### **IV. Dissolution Process**

1. At such time as the Board of Directors vote, by a two-thirds majority, to dissolve this Corporation assets shall be distributed for one or more exempt purposes within the meaning of the Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

2. The Corporation's Board of Directors shall employ the services of an attorney specializing in corporate law and a certified public accountant familiar with 501(c) (3) corporation financial tax codes to assist with the dissolution process to insure correct procedures are followed so that Corporation assets are moved to another 501(c) (3) entity approved the Board of Directors.